



22A. PRIOR NOTIFICATION IN CONNECTION WITH PERMITTED DEVELOPMENT FOR CHANGE OF USE TO STATE FUNDED SCHOOL/NURSERY AND CHANGE OF USE FROM OFFICES TO RESIDENTIAL	
<p>Applications for prior notification in connection with permitted development for change of use to state funded school/nursery and change of use from offices to residential should be submitted in accordance with the requirements in this checklist. You should submit your application electronically via our website https://www.westminster.gov.uk/application-forms. If you submit the application in paper form, we will require 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (https://www.westminster.gov.uk/submitting-your-planning-application) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</p>	
National List of Requirements	
Requirements	Status
1. Written description of the proposed development	Required
2. A plan indicating the site and showing the proposed development	Required
3. The appropriate fee.	Required
4. The Developer's contact details, including email address if the developer is content to receive communications electronically	Required
Local List of Requirements	
Requirements	Status
A. Flood risk assessment	May be required in connection with applications for change of use from offices to residential if the application site is within Flood Risk Zones 2 and 3 as defined by the Environment Agency (mainly Pimlico and Victoria areas and sites close to the Thames) or if the site is within a surface water flooding hotspot.
B. Land Contamination assessment	May be required in connection with applications for change of use to state funded school/nursery and change of use from offices to residential if the application site is known to be or is suspected of being contaminated.
C. Noise impact assessment	Acoustic report may be required in connection with applications for change of use to state funded school/nursery where the development could affect noise sensitive properties and change of use from offices to residential where it is likely that there will be an impact in terms of noise from commercial premises on the intended occupiers of the development
D. Transport assessment	May be required in connection with applications for change of use to state funded school/nursery and change of use from offices to residential if the proposal is likely to have significant transport implications.
Additional Information	
<p>You are requested to provide as much additional information as possible to help us identify the premises affected by the proposed change of use and about the existing and proposed use of the premises. The following information would be particularly useful:</p>	



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- A map showing the location of the premises affected by the proposed change of use in relation to adjacent sites, buildings, roads and other identifiable features
- Drawings showing the floor plans of the premises affected by the proposed change of use, including scale bar on all drawings to allow for electronic measurements to be made
- Photographs showing the location of the premises affected by the proposed change of use